



Clark County Regional Support Network Policy Statement

Policy No.: QM25
Policy Title: Practitioner Credentialing
Effective Date: September 1, 2001

Policy: Clark County Regional Support Network (CCRSN) shall ensure that quality care is provided to Medicaid consumers by mental health practitioners qualified to provide mental health services in the state of Washington. CCRSN delegates the function of credentialing out-patient practitioners to its contracted providers and shall monitor provider compliance with related state regulations on a regular basis. CCRSN shall retain the responsibility for requesting an exception of the mental health professional or mental health specialist requirements from the Washington Mental Health Division.

Reference: WAC 388-865-0265, WAC 388-865-0284, WAC 388-865-0405, RCW 43.43.830, Clark County Provider Contract Agreement, Clark County Department of Community Services Contracting Policies and Procedures, CCRSN Policy and Procedure: QM19 Provider Agency Credentialing and Clinician Profiling, QM19-A Credentialing Application, QM19-B Practitioner Report, and the Health Insurance Portability Administration Act

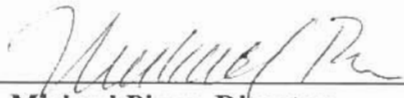
Procedure:

1. Before delegation, CCRSN shall ascertain a prospective contractor's ability to perform practitioner credentialing activities as part of the initial provider credentialing process.
2. CCRSN contracted providers shall document in an individual personnel file the educational degrees, training records, professional licenses, counselor registrations, practice specialty certificates, professional and/or personal mental health experience and competencies of direct service staff at the time of hire.
3. Documentation shall include original or copies of relevant documents (educational degrees or certificates, professional licenses, resumes, employment applications). The provider shall complete a primary source verification of educational degree for bachelors, masters, doctorate, and medical level employees when a copy of educational degree is unavailable and document the method of verification in the personnel file.
4. CCRSN contracted providers shall maintain on-going documentation of the qualifications of direct service staff including copies of updated professional licenses, counselor registrations, and records of professional training.
5. CCRSN contracted providers shall document in the personnel file the qualifications of mental health specialists employed or sub-contracted to provide Special Population evaluations and/or

consultations. Documentation shall include copies of educational degree, record of supervision, record of training, and/or letter of support from representatives of a Special Population community.

6. CCRSN contracted providers shall submit a Practitioner Report to CCRSN at least annually upon request that includes an updated list of direct service staff, to include:
 - a) Name
 - b) Degree
 - c) License or certification number and effective date
 - d) Specialist designation and spoken language capabilities (e.g., minority specialist, children and youth, older adult, and designated ethnic minority special populations, languages spoken other than English)
 - e) Employee or contract status
 - f) Name of Medical Director and copy of license
7. CCRSN or its contracted providers may not employ or contract with any clinicians excluded from federal health care programs.
8. CCRSN staff shall retain the right to make periodic monitoring visits during the contract period to review personnel files for compliance with CCRSN and Washington State requirements. At least one monitoring visit shall be completed annually.
9. CCRSN contracted providers may submit to CCRSN a written request for a time-limited exception of the requirements of a mental health professional for a person with less than a masters degree level of training or for a mental health professional that does not meet the supervision or training requirements to be credentialed as a mental health specialist. The written request shall include:
 - a) Demonstration of the need for an exception;
 - b) the name of the person for whom an exception is being requested;
 - c) the functions which the person will be performing;
 - d) a written statement that the person is qualified to perform the required functions based on verification of required education and training, including:
 - Mental Health Professional exception:*
 - Bachelor of Arts or Sciences degree from an accredited college or university
 - Course work or training in making diagnoses, assessments, and developing treatment plans
 - Documentation of at least five years of direct treatment of persons with mental illness under the supervision of a mental health professional.
 - Mental Health Specialist exception:*
 - Masters Degree from an accredited college or university
 - Documentation of one year of supervision by a Mental Health Specialist or supervision plan
 - Documentation of 100 hours of cultural competence training or training plan
 - a plan of action to assure the individual will become qualified no later than two years from the date of exception.
10. CCRSN shall review the request for completeness and appropriateness and shall forward the request to the Washington Mental Health Division for approval.

12. CCRSN shall monitor exception requests approved by the Washington Mental Health Division to assure that periodic supervisory evaluations of the individual's job performance are conducted and that the plan of action for qualification is completed within two years of approval.

Approved By:  Date: 6-03-05
Michael Piper, Director
Clark County
Department of Community Services